

## Administration

Employee  
ResponsibilitiesPrivate Personal  
Property**POLICY:**

- .01 Except as described in [.03](#)-.05, the Laboratory assumes no responsibility or liability for loss of or damage to private personal property brought onto Laboratory premises or used while on Laboratory travel or other authorized Laboratory activities such as Change of Station or Professional Research and Teaching Leave. Employees are encouraged not to bring private personal property to work and are cautioned that they do so at their own risk.

**Definition**

- .02 Private personal property is any equipment or material that belongs to an employee or other person working at the Laboratory. This distinguishes private personal property from personal property owned by the government.

**REIMBURSEMENT:**

- .03 If the Laboratory determines that it or its employees are at fault, the Laboratory may reimburse a private personal property loss. The Laboratory does not ordinarily assume any responsibility for losses as a result of theft or other criminal acts.

**REIMBURSEMENT CLAIM:**

- .04 An employee or other person seeking reimbursement must submit a loss claim to the Controller, who determines the validity of the claim and any payment for losses.

**CONTAMINATED PRIVATE  
PERSONAL  
PROPERTY:**

- .05 Losses because private personal property has been contaminated may be reimbursed by the Property Management Group (MAT-2) with the approval of the Controller. Reimbursements are based on depreciated value. Reimbursements over \$100 must be approved by the Department of Energy, Los Alamos Area Office (DOE/LAAO).

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## **Private Personal Property**

### **PRIVATE VEHICLES:**

- .06 Private vehicles driven or parked on Laboratory property or used while on official business are the responsibility of the owners. The Laboratory bears no responsibility for loss of or damage to a private vehicle unless the damage is due to fault of the Laboratory. *See also the [Travel Home Page](#).*